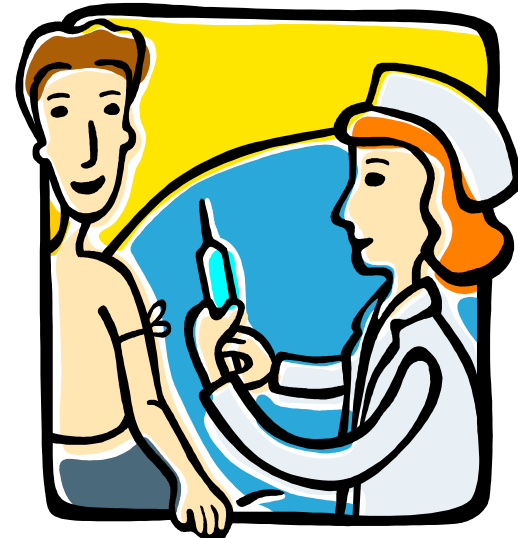


Town of Walpole's

Emergency Dispensing Plan





Purpose

- For organizing and coordinating health and medical services during an infectious disease emergency
 - Eg. administer pandemic flu vaccines to 80% of the population within 2 days



Objectives

- Sites to be set up within 1 day of notification
- To provide initial vaccination/prophylaxis for the affected population
- To be sufficiently flexible to adjust to the scope of the event

Two Sites we will be using

- Norfolk Agricultural School



- The Old Country Buffet
(at the Walpole Mall)





Secondary Sites

- Diamond Pond Terrace
- Neponset View Terrace
- New Pond Village

Hours of Operation



- 7 A.M. to 9 P.M.
- We can probably vaccinate 330 people per hour per day per site

Notifying the Public



- We have a list of radio, tv and local cable telephone numbers that we will call with an announcement
- Walpole Website

Security



- Walpole Police Chief or designee will assign personnel for:
 - Medication storage sites will include security personnel or locks
 - Providing and ensuring the safety and welfare of the volunteers, staff and patients
 - Provide internal and external crowd control and traffic movement



Staffing Plan per site- Clinical-32 personnel

■ Triage	5
■ Medical Screener (MD, RN, EMT, PNP)	8
■ Physician evaluator (MD)	1
■ Pharmacy (RPh and tech)	6
■ Vaccinators	8
■ Behavioral health	4



Staffing Plan per site-

Non-clinical 37 personnel

■ Medical form distribution	4
■ Greeters/floaters	4
■ Data entry	5
■ Interviewers of contacts	2
■ Security	20
■ Maintenance	2

Just-in-time training



- For staff/volunteers will consist of
 - Brief overview of site and operations
 - Chain of command
 - Job specific training and job descriptions
 - Resources needed for completing tasks



Incident Command Structure

- This is the structure we will utilize for
 - Command
 - Logistics
 - Planning
 - Finance
 - Operations



Each site will have:

- Incident commander
- Operations coordinator (medical)
- Planning coordinator
- Logistics coordinator
- Admin and finance coordinator
- Safety Officer (security)
- Public Information Officer



Operations Coordinator:

- Patient flow
- Patient care
- Transport
- Security



Patient Flow-moving of people through the site

- Greeters
- Registration
- Flow maintenance staff



Patient care-oversees all clinical activities within the site

Triage

- Forms Review
- Dispensing
- Medical Evaluation

Behavioral Health

Transport

- Responsible for promptly removing patients from the Site to another health care facility
 - Probably will be Town's EMTs



Security

- Is responsible for the protection of all individuals at the Site





Logistics

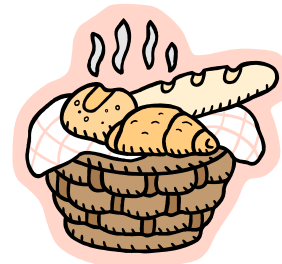
- Reports to the EDS Coordinator
- Works closely with the Ops Chief (medical chief)
- May have 2 branches
 - Service
 - Support

Service

- Communications



- Food



- Child care





Support

- Facilities-maintains the infrastructure (including set up, janitorial)
- Floaters-give people breaks
- Supply-work with procurement

Planning and Finance

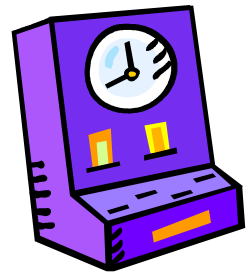
- Costs must be documented



- Data must be tracked



- Personnel time must be tracked





Patient Flow Plan

■ Greeting/Entry Screening

- Forms

- Triage

- Medical evaluation/health care center
- Drug dispensing/forms collection/home